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Deputy Headteacher

Recruitment Pack

Primrose Hill C of E Primary Academy





Information for Deputy Head Position March 2018

Thank you for expressing an interest in applying for the position of Deputy Headteacher at Primrose Hill C of E Primary Academy, part of the Diocese of Gloucester Academies Trust. We hope that this information will prove helpful to you in applying for the post.

Primrose Hill C of E Primary Academy is a Good school (OFSTED 2016), judged as Outstanding in its most recent SIAMS inspection (Dec 16). It is situated in the heart of the Primrose Hill community - a short walk from the town of Lydney. Our prospectus and website will give you more information about our school and a flavour of what we are like. You can access it by logging on to:

www.primrosehillcofeacademy.org

As a deputy head, you must be an excellent teacher foremost. We are looking someone who enthalls the pupils and is determined to make educational experience count. Our academy is looking for a deputy head teacher who can inspire others and create a warm and supportive climate in which everyone flourishes. As a leader within the school, you must be ambitious for yourself and the school, demonstrating enthusiasm, commitment and self-motivation. We are seeking a great team player who has the ability to work well with others, become immersed in our forward thinking community and always strive to do their very best. In return, you can expect enthusiastic pupils who love learning, receive excellent CPD and to be part of a highly motivated and successful team.

To apply please complete an application form, available from our website www.primrosehillcofeacademy.org or by emailing admin@primrosehill.gloucs.sch.uk and submit with a covering letter for the attention of the Headteacher, Mrs Victoria Henson. In your supporting information please tell us why you think you are the deputy head teacher who will be part of the team that takes us to Outstanding. Please refer to the job description and Person Specification for additional information.

The closing date for applications is **9.00am on Monday 30th April**. Interviews will take place on **Friday 18th May and Monday 21st May**. Visits to the school are encouraged but it will not be held against you if you do not visit the school. If you wish to visit us please contact us on 01594 843453 to arrange a suitable time. Tours of the school will be held on Monday 23rd April at 9.15 am, Wednesday 25th April at 2.00pm and Thursday 26th April at 4.00pm.

Mrs V Henson
Headteacher

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www.primrosehillcofeacademy.org.uk





Primrose Hill Church of England Academy Deputy Headteacher Job Description

Responsible to: Headteacher

Leadership Scale: 1 – 5

Job Purpose

- In partnership with the Headteacher, the Deputy Headteacher will provide professional leadership for the school, which supports its success, continuing improvement and high quality teaching and learning provision for all pupils.
- Work as an effective member of the Senior Leadership Team in creating a positive, inspirational and productive, disciplined learning environment.
- Undertake the professional duties and responsibilities of a Deputy Headteacher and a teacher, as set out in the current School Teachers' Pay and Conditions document.
- Undertake the professional duties and responsibilities of a teacher, as set out in the current School Teachers' Pay and Conditions document.
- Deputise in the absence of the Headteacher

Whole School Issues and Development - Shaping the Future

- Work in partnership with the Headteacher and the Governing Body to develop the strategic vision for the school
- Keep up to date with new developments in education and be proactive in their implementation. Where appropriate, monitor and review the impact of implementation based on pre-defined criteria
- Work in partnership with the Headteacher in preparing, monitoring and implementing the School Development Plan and School Self Evaluation Document
- Work as a key member of the School Leadership Team, contributing to management decisions on all aspects of policy, strategy, development and organisation
- Uphold and maintain the ethos of the school

Leading Teaching and Learning -

- Lead by example both as a professional and as a teacher, achieving high standards of pupil attainment, behaviour, motivation and enthusiasm by effective, creative and innovative teaching methods
- Support the Headteacher in securing and sustaining effective teaching and learning throughout the school so there is a consistently high standard of teaching in all year groups
- To ensure that a culture of high standards and high expectations of what teachers and pupils are capable of is promoted
- Lead the Inclusion Team so that identified pupils make the best possible progress and attainment through a rigorous focus on effective and evidenced based interventions
- Evaluate the effectiveness of the school in terms of overall provision including pupil achievement, attainment, target setting, teaching and learning and assessment
- Provide feedback and collaborative opportunities for teachers to share and celebrate best practice throughout the school and across the wider academy trust
- Support the development and implementation of all school policies and procedures

Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, DGAT and the DfE, promoting collective responsibility within the school community
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement through feedback and performance management.
- Work with the Governing Body by providing reports, support and guidance to enable it to meet its responsibilities
- Promote and raise the profile of the school

Leading and Managing Staff:

- Act as a positive role model to staff, maintaining high professional standards and high levels of care
- Lead, motivate, support, challenge and develop staff in order to secure school improvement
- To contribute effectively to the Leadership Team so that the school is able to reach its targets and address school-wide issues
- Support and participate in the arrangements for performance management within the school
- Participate in the appointment of new staff
- Support the Headteacher to enable staff to build a professional learning community
- Allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money
- Maintain effective communication with governors, ensuring they are well-informed about plans, policies and priorities
- Take responsibility for own professional development and keep up to date with recent developments in education

Strengthening Community:

- Work with the Headteacher to engage with the school and wider community ensuring that channels of communication are used effectively
- Develop and encourage parental involvement in all aspects of school life
- Support the participation of pupils in local events
- Support the Headteacher in building opportunities to bring positive benefits to the school and its pupils
- Support and develop equal opportunities for all members of the school community
- Promote the school as a Church of England Academy, part of the Diocese of Gloucester Academies Trust

Resource Management:

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self evaluation
- Work with the Headteacher and School Business Manager to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment



Other Duties and Responsibilities:

The Deputy Headteacher will undertake any other duties that the Headteacher may require of the post holder commensurate with the professional post and responsibilities.

This job description will be reviewed annually (during the performance management cycle) and may be subject to modification or amendment after consultation and agreement with the post holder.

The post holder will be expected to carry out all duties in the context of and compliance with the Equal Opportunities Policy.

Deputy Head – Person Specification

Educational Qualifications and Training	
Essential	<ul style="list-style-type: none"> • Qualified Teaching Status • Degree or equivalent
Desirable	<ul style="list-style-type: none"> • Strong qualification in English and Maths at GCSE (or equivalent) • A level (or equivalent) plus a good honours degree • Willingness to study for NPQH
Experience	
Essential	<ul style="list-style-type: none"> • Varied experience and understanding of teaching and learning across the primary age range • Previous recent leadership experience as a Senior Leader or Middle Leader • Evidence of effectively leading and managing people • Experience of effectively using data analysis to inform whole school improvement • Evidence of responsibility for developing, implementing, monitoring and evaluating a significant aspect of school provision • Experience and evidence of a strong contribution to self-evaluation and school development • Experience of leading training and other staff development activities which directly impacts on raising standards
Desirable	<ul style="list-style-type: none"> • Experience of conducting Performance Management • Experience of teaching in more than one key stage • Experience of working in at least two schools • Experience of coaching and mentoring members of staff • Strong experience of working collaboratively with Governors, parents and the wider community • Experience of effectively leading an area of whole school development
Knowledge and Understanding	
Essential	<ul style="list-style-type: none"> • A proven track record as an excellent classroom teacher (evidenced in lesson observations, pupil progress data, performance management etc) • Knowledge of the curriculum development, progression across the key stages and effective pedagogy • Sound understanding of effective strategies for school improvement • Knowledge and experience of how the effective use of data and target setting can raise standards • Up to date knowledge and understanding of current educational issues • Commitment to Inclusive education, including the happiness, well-being, self-esteem and progress of pupils • Have knowledge, understanding and a complete commitment to



	realising our school vision and Christian distinctiveness
Desirable	<ul style="list-style-type: none"> Evidence of highly effective knowledge of teaching in EYFS
Skills	
Essential	<ul style="list-style-type: none"> Ability to be an outstanding and innovative role model for high quality teaching and learning Ability to inspire, motivate and manage people to work both individually and in teams Ability to plan strategically, be highly organised and implement change Ability to prioritise, work under pressure and meet deadlines Ability to think analytically and use initiative to problem solve Ability to skilfully manage people Outstanding presentation and communication skills, with a range of audiences, both orally and in writing
Personal Attributes and Qualities	
Essential	<ul style="list-style-type: none"> Noticeably value all children as individuals and be committed to developing them to be the best they can be Relate exceptionally well to all members of the school community Adapt to changing circumstances and new ideas in a positive and creative manner Be hard working and consistently expect high standards of self and others Energetic, honest and a strong sense of humour Show integrity, loyalty and support to the Headteacher and the school Committed to supporting the Christian ethos of the school and fostering the development of its Christian Character Be wholly committed to supporting Primrose Hill in achieving our school vision and supporting our aim to be outstanding The ability to converse at ease with members of the public and provide advice in accurate spoken English
Letter of Application	
Essential	<ul style="list-style-type: none"> Succinct and well presented Able to clearly demonstrate how your qualities, skills and experience relate to this post
Safeguarding	
Essential	<ul style="list-style-type: none"> Two fully supportive references covering the candidate's professional and personal qualities (please include email address for referees) The school is committed to safeguarding and promoting the welfare of children and all applicants will be subject to vetting procedures